

18 SUPPLIES AND SERVICES	Page 1 of 1
Department of Forensic Science QUALITY MANUAL	Amendment Designator: A
	Effective Date: 1-February-2006
<p style="text-align: center;">18 SUPPLIES AND SERVICES</p> <p>18.1 Purchasing</p> <p>18.1.1 The Department will observe all requirements of the Virginia Public Procurement Act and any additional policies of DFS, the Department of Accounts, or other policies relevant to purchasing supplies and services.</p> <p>18.1.2 The Department will purchase only those supplies and services of the quality specified by management or Section Chiefs in appropriate documents.</p> <p>18.2 Specification of Supplies and Services</p> <p>18.2.1 Section Chiefs will specify, in appropriate documents, the quality levels for all supplies and services used solely in their Sections.</p> <p>18.2.2 Management, as necessary, will specify quality levels for supplies and services used in multiple Sections.</p> <p>18.2.3 Purchased supplies and services must meet or exceed specified quality levels.</p> <p>18.2.4 When ordering, vendors must be provided with the specifications of the item or service desired. This information may include the type, class, grade, specific identification through a catalog number, or other technical information.</p> <p>18.2.5 Section Supervisors are responsible for ensuring that orders are placed in a timely manner to prevent any case examination delays due to insufficient supplies.</p> <p>18.3 Standards and Reagents</p> <p>18.3.1 Standards and reagents may be purchased ready-to-use or prepared in-house from materials provided by vendors.</p> <p>18.3.2 Standards and reagents must be verified as defined in SOPs. If stability is a problem, reverification will be performed at periodic intervals. Sections' Technical Procedures Manuals will contain protocols describing these verification procedures.</p> <p>18.3.3 All purchased reagents and standards will be marked with the date of receipt, date opened, date of verification (if appropriate), and the initials of the person opening and performing the verification of the reagent or standard. If there is a question of stability, an expiration date will also be noted on the container.</p> <p>18.3.4 Reagent Bottle Labeling – all bottles of stock reagents prepared in-house must be labeled with the identity of the reagent, the date of preparation or lot number, and the initials of the person who prepared the reagent. Reagent bottles for individual use must be labeled with the identity of the reagent, and the preparation date or lot number.</p> <p>18.4 Receipt and Storage</p> <p>18.4.1 Upon receipt, supplies will be inspected and inventoried against the packing slip and the purchase document. Discrepancies will be brought to the attention of the vendor immediately.</p> <p>18.4.2 Supplies will be stored in a manner that maintains their quality at an acceptable level. This may include controlled temperature and/or humidity requirements, storage in the dark, or other specific conditions.</p> <p>18.4.3 Each Section is responsible for storage of its supplies and will have proper storage for specific items such as acids, bases, solvents, etc.</p> <p>18.4.4 In addition, there will also be a general storage area available within the laboratory. Each laboratory will also have an appropriate room or rooms for chemical storage.</p> <p style="text-align: right;">► End</p>	